

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

**37**

July 1, 2003

**FROM:** LARRY WALKER  
Auditor/Controller-Recorder

**SUBJECT:** CLASSIFICATION ACTION

**RECOMMENDATION:**

1. Approve the reclassification of vacant position # 04415 from Data Entry Supervisor, Supervisory Unit, R40 (\$30,326 - \$38,730), to Recordable Document Clerk II, Clerical Unit, R37 (\$28,226 - \$36,026).
2. Approve the reclassification of position # 09159 from Data Entry Operator II, Clerical Unit, R33 (\$25,584 - \$32,656) to Recordable Document Clerk I, Clerical Unit, R34 (\$26,166 - \$33,467).
3. Approve the reclassification of position #'s 03378, 03379, 03380, 10275, 10277, 11521, and 13001 from Data Entry Operator I, Clerical Unit, R27 (\$22,110 - \$28,226) to Recordable Document Clerk I, Clerical Unit, R34 (\$26,166 - \$33,467).

**BACKGROUND INFORMATION:** With the installation of the imaging and cashiering system in the Recorder's Office, the nature of work performed by the data entry operators has changed. This was an expected result of the new system. In order to minimize the impact of the system change, the Auditor/Controller-Recorder worked in conjunction with the Human Resources Department to freeze the salaries of the data entry operators during the system installation and during the resulting classification analysis.

The Recorder's data entry staff no longer use data entry software or equipment in their positions. While they continue to type some data, like the Recordable Document Clerks, they have been trained to examine the real and personal property documents to determine whether they are legally recordable, calculate taxes and fees, provide information and answer questions from the public, title companies, attorneys, etc., and research codes, legislation, and records pertaining to the documents.

The proposed action converts all seven of the Data Entry Operator I positions and the one Data Entry Operator II position in the Recorder's office to Recordable Document Clerks I. It converts the Data Entry Supervisor position to a Recordable Document Clerk II. The data entry positions in the Controller's Division are not affected by this action.

**REVIEW BY OTHERS:** The proposed action has been reviewed by County Counsel (W. Andrew Hartzell, Deputy County Counsel) on 5/30/03; Human Resources (Linda Matthews, Classification Manager) on 6/2/03; and the County Administrative Office (Tracy Lindsay, Administrative Analyst) on 6/10/03.

**FINANCIAL IMPACT:** Fiscal Year 2003-04 cost without the reclassification is \$306,500. Fiscal Year 2003-04 cost with the reclassification is \$308,520. The additional cost of this action for the remainder of the

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CLASSIFICATION ACTION**

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fiscal year is \$2,020. The fiscal impact is minimal because Data Entry Operators receive a key-stroke incentive in addition to their base rate of pay. Recordable Document Clerks do not receive this additional incentive pay. Because four positions which equates to two budgeted staff are currently vacant, and with the time needed for recruitment, there will be no additional cost for Fiscal Year 2003-04.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this item and concurs with the recommendation. The cost of the positions is included in the department's Fiscal Year 2003-04 budget.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Larry Walker, Auditor/Controller-Recorder, 386-8813